

## Homeland Security Exercise and Evaluation Program \*

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

HSEEP constitutes a national standard for all exercises. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected, and shared as appropriate prior to a real incident. To learn more about the HSEEP program, go to <https://hseep.dhs.gov>.

\*The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

### Using the DHS Target Capabilities List (TCL)

- **Enhance Plans:** The TCL includes a Planning Capability designed to establish and maintain the ability to develop, update, and test plans
- **Enhance Strategies:** The common framework provided by the goal, priorities, and capabilities serves as a guide to enhance homeland security strategies at all levels
- **Assess Preparedness:** The TCL provides a basis for assessing preparedness to help jurisdictions and agencies to plan strategically, design appropriate programs that meet proven needs, and evaluate the effectiveness of investments over time
- **Focus Exercise Evaluation on Task Performance and Outcomes:** Exercises provide a means to test and validate preparedness. HSEEP exercises are designed and evaluated to demonstrate capability levels through the assessment of performance of critical tasks and achievement of outcomes, as defined by the TCL.

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**Cal EMA**  
CALIFORNIA EMERGENCY  
MANAGEMENT AGENCY

## Exercise Division Exercise Support Program

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## Cal EMA Exercise Support Program Concept

The California Emergency Management Agency's Exercise Division provides a selection of capability based discussion exercise materials on a variety of topics that can be delivered at the county, region, and state levels. The materials are designed so that they can be quickly tailored to meet specific requests.

Interested customers will be responsible for identifying multiple jurisdictions and disciplines, private sector partners, and/or non-governmental organizations who are interested in a discussion-based exercise topic from the menu of choices.

Planning is conducted in accordance with HSEEP guidelines to maximize efficiency and minimize work load. Ideally, the process would include one to two planning meetings to tailor the exercise (in person, by phone, or email exchanges), a 2-4 hour exercise, and one After Action Report (AAR) Conference.

Note: Exercise support, outside of Golden Guardian, will not be available during the months of April and May due to Golden Guardian exercise support requirements.

### Available Discussion-Based Exercise Topics

- Pandemic Influenza
- Continuity of Operations
- Food & Agriculture Issues
- Public Information & Warning
- Mass Care & Shelter
- Evacuation
- People with Disabilities Issues
- Volunteer Management
- Emergency Operation Center Management
- Executive Level Roles & Responsibilities in a Disaster
- Public/Private Partnerships in a Disaster
- Management Decision-Making in a Cyber Incident
- Prevention Exercises
- Interoperable Communications

## Cal EMA Exercise Division Support Capabilities:

- Provide complete support for tasks, such as:
- Provide exercise facilitation and planning support
  - Meet with customer to tailor currently available exercise documents to meet specific needs
  - Provide electronic master copies of exercise documentation/materials: Invitations, Minutes, Agendas, Situation Manuals (SitMans), Name Tags, Name Tents, PowerPoint Presentations, Exercise Evaluation Guides, Draft AARs
  - Track RSVPs
  - Facilitate the exercise
  - Facilitate an AAR/Improvement Plan Conference

### Customer Responsibilities

- Identify the type of exercise needed
  - Seminar: Provide overview of new or current plans, resources, strategies, concepts or ideas
  - Workshop: Achieve specific goal or build product (e.g., exercise objectives, standard operating procedures, policies, plans
  - Tabletop: Validate plans and procedures by utilizing a hypothetical scenario to drive participant discussions
- Acquire willing participants utilizing provided invitations
- Post exercise to National Exercise Schedule (NEXS)
- Provide the venue for the exercise
- Commit to at least two planning meetings (could be by phone or in person)
- Review and duplicates all exercise materials prepared for distribution
- With Exercise Division assistance, finalize After Action Report (AAR) and Improvement Plan and post them to the Corrective Action Program System (CAPS)

## Cal EMA Exercise Division Mission:



The Exercise Division develops, coordinates, and leads the statewide Homeland Security Exercise and Evaluation Program (HSEEP) primarily focused on Weapons of Mass Destruction (WMD)/Chemical-Biological-Radiological-Nuclear-Explosive (CBRNE), natural disaster and catastrophic incidents. The objectives of the exercise program are:

- Conduct the Governor's Exercise Series, Golden Guardian
- Continue implementation of HSEEP methodology in California
- Conduct the California HSEEP course for responders
- Support regional exercise initiatives
- Provide exercise support to State of California agencies
- Remain flexible & adaptable in order to conduct functional initiative exercises to meet the emerging needs of California
- Conduct the annual State Training & Exercise Planning Workshop & produce the multi-year Training & Exercise Plan

### CA HSEEP Course for Responders

The 4-day California Homeland Security Exercise and Evaluation Program (HSEEP) Training Course provides hands-on training HSEEP with an emphasis on creating tabletop exercises (TTXs). Other activities include interactive videos, small group discussions, and capabilities-based planning using the Target Capabilities List and Universal Task List. The course meets the HSEEP prerequisite for the Master Exercise Practitioner Program (MEPP) series and California's Enhanced Exercise Design Course. **There is no charge to attend the course.**

#### 2010 Courses

Mar 8-11	Bakersfield
April 5-8	Sacramento
June 7-10	Redding
Sept 13-16	San Francisco
Oct 18-21	Los Angeles

#### 2011 Courses

Jan 10-13	Sacramento
Feb 22-25	Monterey
Mar 21-24	San Diego
June	Fresno